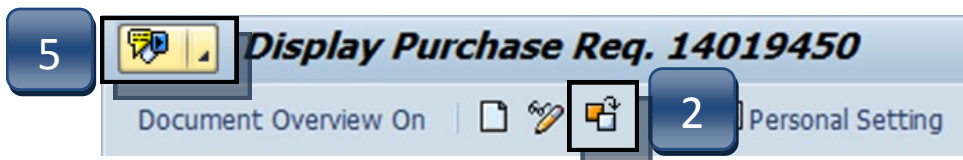


Attach Document to Requisition - GUI

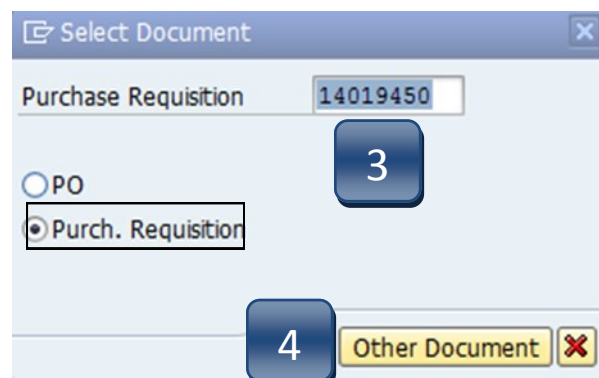
- STEP 1:** Enter transaction code **ME53N** in main menu search field.
Hit **Enter** on your keyboard. The last requisition accessed will appear.



- STEP 2:** Select **Other Purchase Requisition**.



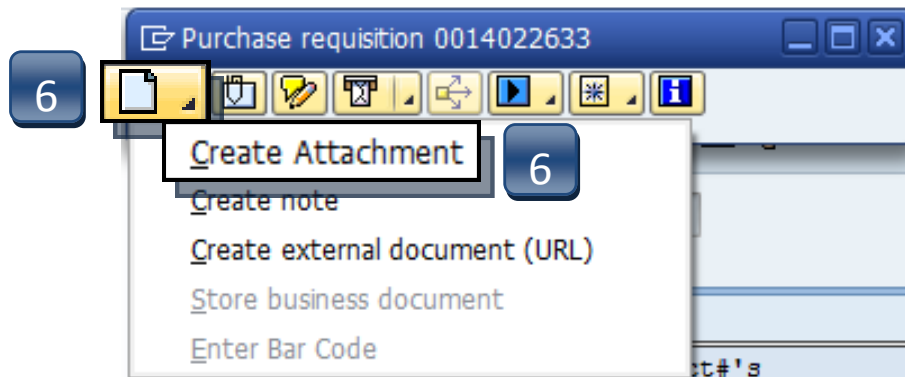
- STEP 3:** Select Document box appears. Enter requisition number in **Purchase Requisition** field. Make sure **Purch. Requisition** is selected.



- STEP 4:** Click **Other Document** button. Requisition will appear.
- STEP 5:** In upper left corner, next to the words Display Purchase Req., select **Services for Object** button.

Attach Document to Requisition - GUI

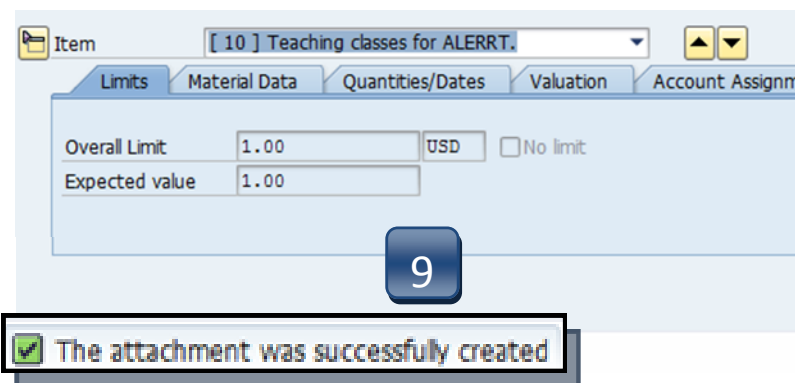
STEP 6: Select **Create**, then **Create Attachment** from drop-down menu.



STEP 7: **Import File** box will appear. Select file from wherever you have it saved.

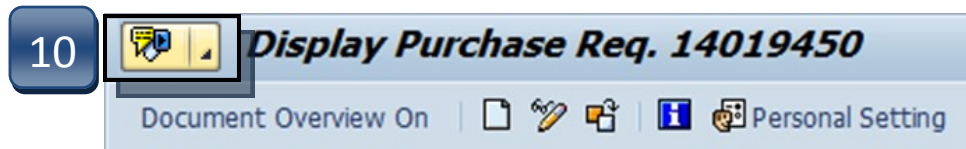
STEP 8: Click **Open**.

STEP 9: Attachment has been saved to the requisition. SAP will generate a system message at the bottom left corner of the screen:

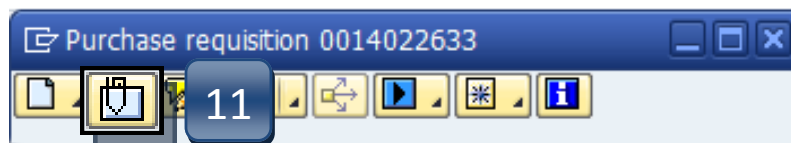


Attach Document to Requisition - GUI

STEP 10: To view list of attachments for the requisition, repeat **STEP 5**. (Select **Services for Object** button.)



STEP 11: Select **Attachment list** button.



STEP 12: Attachment list will appear with your new attachment.

Service: Attachment list

AttachmentFor0014019450

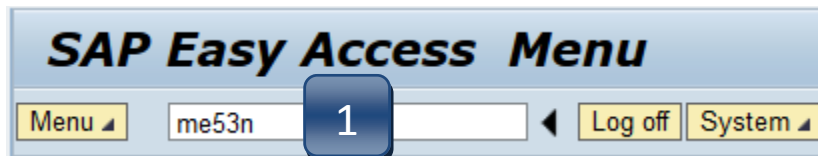
Icon	Title	Creator Name	Created On
[Icon]	signedrevisedpo-14019450	Brittany N Baker	07/23/2013
[Icon]	4500067695 attach REVISED PO	Shonte Gordon	07/16/2013
[Icon]	4500067695 attach Addendum	Shonte Gordon	07/15/2013
[Icon]	4500067696 attach REVISED Coby Bri	Shonte Gordon	06/11/2013
[Icon]	14019450	Brittany N Baker	04/04/2013
[Icon]	fy13solesource	Brittany N Baker	02/06/2013
[Icon]	Briehn FY13 Complete Contract	Emily Smith	09/10/2012

STEP 13: Click **green check** or **red x** button to close window.

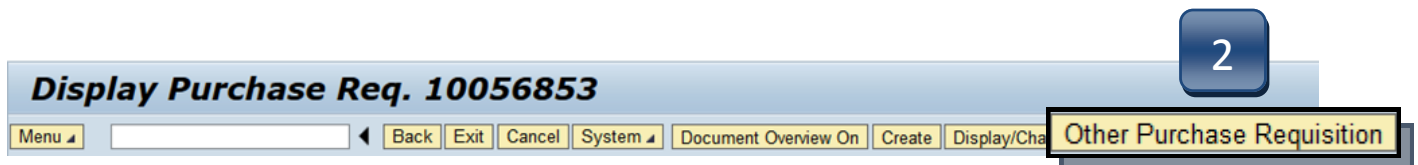


Attach Document to Requisition - Portal

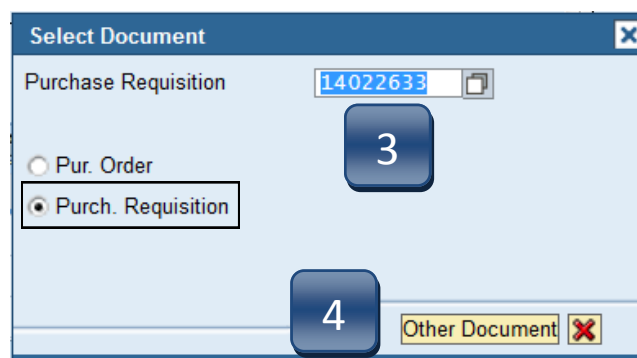
- STEP 1:** Enter transaction code **ME53N** in main menu search field.
Hit **Enter** on your keyboard. The last requisition accessed will appear.



- STEP 2:** Select **Other Purchase Requisition**.

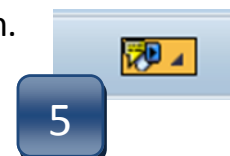


- STEP 3:** Select Document menu appears. Enter requisition number in **Purchase Requisition** field. Make sure **Purch. Requisition** is selected.



- STEP 4:** Click **Other Document** button. Requisition will appear.

- STEP 5:** In upper right corner, select **Services for Object** button.

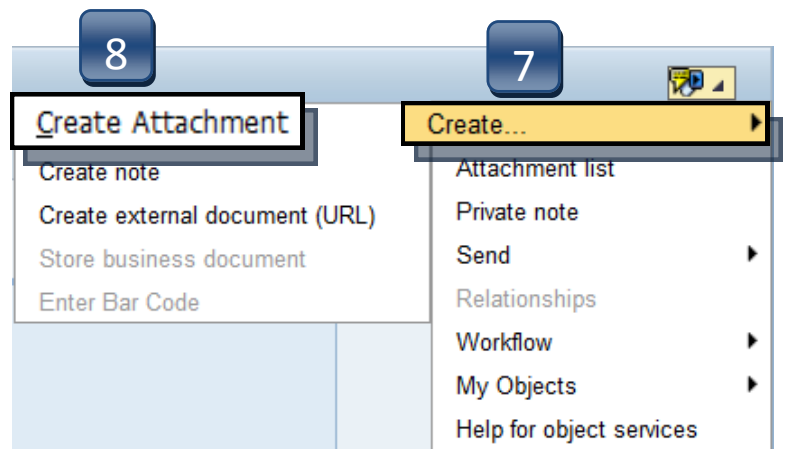


Attach Document to Requisition - Portal

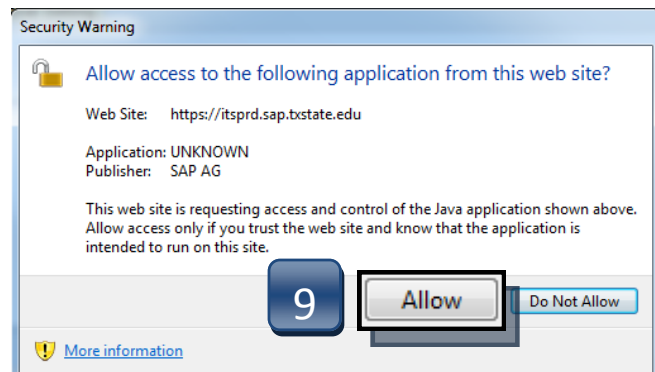
STEP 6: Select **Run, Don't Block, 'not only for this session, but always.'**, and **Yes** in the Java Applet windows if they appear.

STEP 7: Select **Create...**

STEP 8: Select **Create Attachment.**



STEP 9: Select **Allow** if Security Warning pops up.



STEP 10: **Import File** box will appear. Select file from wherever you have it saved.

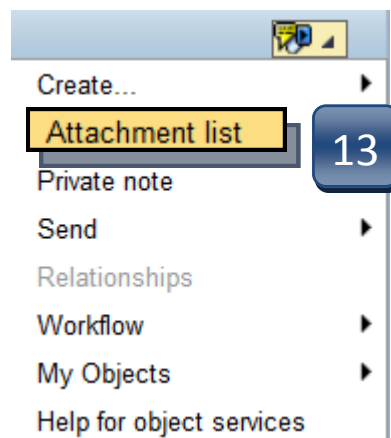
STEP 11: Click **Open**. Attachment has been saved to the requisition.

Attach Document to Requisition - Portal

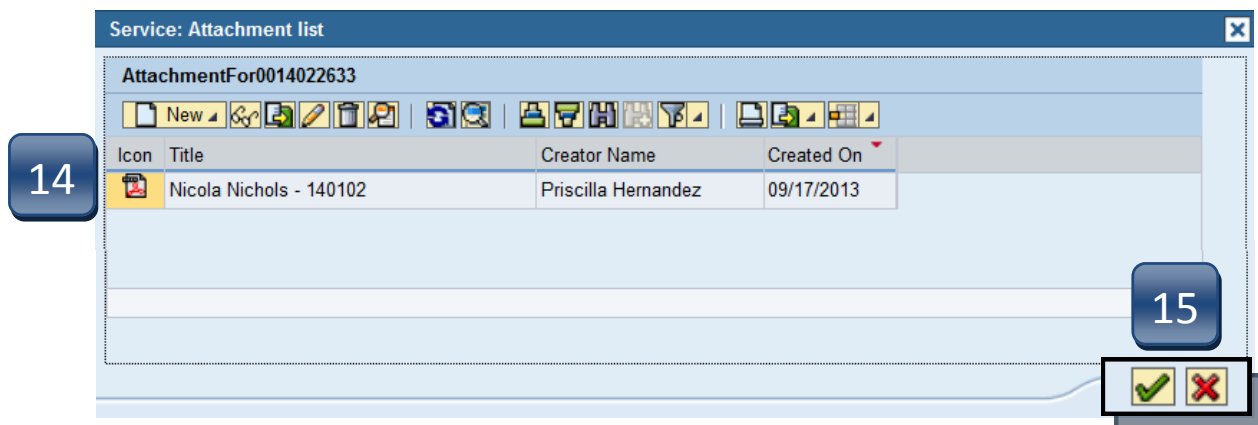
STEP 12: To view list of attachments for the requisition, repeat **STEP 5**.
(Select **Services for Object** button.)



STEP 13: Select **Attachment list** button.



STEP 14: Attachment list will appear with your new attachment.



STEP 15: Click **green check** or **red x** button to close window.